

**COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS
AGENDA ITEM TRANSMITTAL**

(1) DEPARTMENT Human Resources	(2) MEETING DATE 8/25/2015	(3) CONTACT/PHONE Tami Douglas-Schatz 781-5959	
(4) SUBJECT Submittal of a resolution to amend the Position Allocation List for five Fund Centers: 141-Agricultural Commissioner, 109-Assessor, 160-Public Health, 142-Planning & Building and 405-Public Works to consolidate eight Mapping/Graphics Systems Specialists I, II, III, Mapping and Graphics Systems Supervisor, Cadastral Mapping Systems Specialists I, II, III, and Cadastral Mapping Systems Supervisor classes into four classes, entitled Geographic Information Systems Analyst I, II, III (GIS Analyst) and Senior Geographic Information Systems Analyst (Sr. GIS Analyst) effecting 9.75 Full Time Equivalent (FTE) positions. All Districts.			
(5) RECOMMENDED ACTION It is recommended that your Board approve a resolution to amend the Position Allocation List for five Fund Centers: 141-Agricultural Commissioner, 109-Assessor, 160-Public Health, 142-Planning & Building and 405-Public Works to consolidate eight Mapping/Graphics Systems Specialists I, II, III, Mapping and Graphics Systems Supervisor, Cadastral Mapping Systems Specialists I, II, III, and Cadastral Mapping Systems Supervisor classes into four classes, entitled GIS Analyst I, II, III and Sr. GIS Analyst, effecting 9.75 Full Time Equivalent (FTE) positions.			
(6) FUNDING SOURCE(S) Department savings and/or unanticipated revenue	(7) CURRENT YEAR FINANCIAL IMPACT \$17,285.00	(8) ANNUAL FINANCIAL IMPACT \$21,400.00	(9) BUDGETED? No
(10) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Presentation <input type="checkbox"/> Hearing (Time Est. ____) <input type="checkbox"/> Board Business (Time Est. ____)			
(11) EXECUTED DOCUMENTS <input checked="" type="checkbox"/> Resolutions <input type="checkbox"/> Contracts <input type="checkbox"/> Ordinances <input type="checkbox"/> N/A			
(12) OUTLINE AGREEMENT REQUISITION NUMBER (OAR) N/A		(13) BUDGET ADJUSTMENT REQUIRED? BAR ID Number: N/A <input type="checkbox"/> 4/5 Vote Required <input checked="" type="checkbox"/> N/A	
(14) LOCATION MAP N/A	(15) BUSINESS IMPACT STATEMENT? No	(16) AGENDA ITEM HISTORY <input type="checkbox"/> N/A Date: <u>04-21-2015</u>	
(17) ADMINISTRATIVE OFFICE REVIEW Leslie Brown			
(18) SUPERVISOR DISTRICT(S) All Districts			

County of San Luis Obispo



TO: Board of Supervisors

FROM: Human Resources / Tami Douglas-Schatz
781-5959

DATE: 8/18/2015

SUBJECT: Submittal of a resolution to amend the Position Allocation List for five Fund Centers: 141-Agricultural Commissioner, 109-Assessor, 160-Public Health, 142-Planning & Building and 405-Public Works to consolidate eight Mapping/Graphics Systems Specialists I, II, III, Mapping and Graphics Systems Supervisor, Cadastral Mapping Systems Specialists I, II, III, and Cadastral Mapping Systems Supervisor classes into four classes, entitled Geographic Information Systems Analyst I, II, III (GIS Analyst) and Senior Geographic Information Systems Analyst (Sr. GIS Analyst), effecting 9.75 Full Time Equivalent (FTE) positions. All Districts

RECOMMENDATION

It is recommended that your Board approve a resolution to amend the Position Allocation List for five Fund Centers: 141-Agricultural Commissioner, 109-Assessor, 160-Public Health, 142-Planning & Building and 405-Public Works to consolidate eight Mapping/Graphics Systems Specialists I, II, III, Mapping and Graphics Systems Supervisor, Cadastral Mapping Systems Specialists I, II, III, and Cadastral Mapping Systems Supervisor classes into four classes, entitled GIS Analyst I, II, III and Sr. GIS Analyst, effecting 9.75 Full Time Equivalent (FTE) positions.

DISCUSSION

Geographic Information Systems (GIS) are an integrated system of computer hardware, software, and trained personnel linking geographically referenced data. A common application of this technology is internet mapping applications that provide detailed images as well as access to supporting information. The County's application of GIS technology spans many departments, including the Agriculture Commissioner, Assessor's Office, Public Health, Information Technology, Public Works and Planning and Building.

On April 21, 2015, the Board of Supervisors approved four new classes entitled, GIS Analyst I, II, III and Sr. GIS Analyst. These new classifications were developed in support of the GIS Executive Steering Committee's (GIS ESC) goal to move the County's GIS organizational structure toward a more centralized and coordinated model. This model supports the consistent implementation of GIS technology across the County. This structure also drives the development of "best practices" through coordinated purchasing, shared GIS data, and a reduction in duplicate work across departments.

The County's GIS Program Manager is allocated to the Information Technology Department and is responsible for the coordination of GIS activities across the County. Members of the GIS Community of Interest (GIS COI) helped to establish the reporting relationships between the departments, and reviewed other organizational impacts. Human Resources staff met with supervisory staff and the incumbents in the existing classes to determine the appropriate new classification for each position.

This action will consolidate eight separate classifications into four job classes and reclassify 9.75 FTE positions across the County. The consolidation of the classes will help to ensure consistency in the implementation of GIS technology throughout the County and will provide flexibility in job assignments across County departments.

Position Reclassifications by Department*

Current Classification	New Classification and FTE by Department				
	Agricultural Comm.	Assessor	Public Health	Planning & Building	Public Works
Cadastral Mapping Systems Specialist I					
Cadastral Mapping Systems Specialist II		GIS II (2.0 FTE)			
Cadastral Mapping Systems Specialist III		GIS III (2.0 FTE)			
Cadastral Mapping Systems Specialist Supervisor		Sr. GIS (1.00 FTE)			
Mapping & Graphics Specialist I					
Mapping & Graphics Specialist II	GIS II (1.00 FTE)		GIS II (0.75 FTE)	GIS II (1.00 FTE)	
Mapping & Graphics Specialist III				GIS III (1.00 FTE)	
Mapping & Graphics Specialist Supervisor					
Civil Engineering Technician III					Sr. GIS (1.00 FTE)
Total FTE Reclassified (10 positions)	1.00	5.00	0.75	2.00	1.00

*Class titles reflect incumbent staff. Each level within the GIS Analyst I, II or III class series is allocated to each position as appropriate.

OTHER AGENCY INVOLVEMENT

The County Administrative Office, Civil Service Commission, and SLOCEA reviewed the specification and agree with the new classifications. Representatives from the GIS ESC, the GIS COI, the Agriculture Commissioner, Assessor's Office, Information Technology, Planning & Building, and Public Works contributed to the development of the new classifications.

FINANCIAL CONSIDERATIONS

Compensation for each of the incumbents was set at the rate of pay for their new class that was closest to the rate for their current class. The annual financial impact to the County is estimated at \$21,400. An error in the calculation of the total estimated cost in the Board item of April 21, 2015, indicated the total estimated annual cost at approximately \$41,853. The financial impact for the remainder of FY 2015-16 is \$17,285, which is expected to be absorbed within each department's current budget. Total costs by department are summarized below:

Cost by Department

Department	FTE	FY 2015-16 Cost	Annual Cost
Agricultural Commissioner	1.00	\$ 1,329	\$ 1,645
Assessor	5.00	\$ 11,721	\$ 14,512
Public Health	0.75	\$ 942	\$ 1,166
Planning & Building	2.00	\$ 2,989	\$ 3,701
Public Works	1.00	\$ 304	\$ 376
Totals	9.75	\$ 17,285	\$ 21,400

RESULTS

The more centralized and coordinated GIS model supports and enhances the County's mission by collaboratively providing and maintaining accurate and current geographic information for the benefit of the entire community. The consolidation of job classes helps to ensure the County can attract and retain highly skilled GIS staff, provides flexibility in career growth and eliminates eight duplicate classes, thus contributing to a well-governed community.

ATTACHMENT

1. Position Allocation Resolution